



Idaho EMS Bureau / Standards & Compliance
Certification Policy 08-01
Criminal History Background Check

Purpose: To clarify and define when and how an applicant for Idaho EMS certification must complete a Criminal History Background Check as defined in IDAPA 16.05.06

Current Policy in Idaho EMS Certification Standards Manual

VI. CRIMINAL HISTORY BACKGROUND CHECKS

- ~~A. A criminal history background check is required prior to initial certification; begin process at www.chu.dhw.idaho.gov~~
- ~~B. A completed criminal history background check is valid for up to 1 year from the date of completion.~~
- ~~C. A certified EMS provider does not need to complete another Criminal History check if continuous certification is maintained, however the EMS Bureau may require an updated or additional background check at any time, per IDAPA 16.05.06~~

New Policy and Procedure

VI. CRIMINAL HISTORY BACKGROUND CHECKS

1. Who Must Complete a Criminal History Background Check?

- A. All applicants for initial Idaho EMS certification must undergo a criminal history background checks (CHC). The Department of Health and Welfare Criminal History Unit (CHU) conducts all CHC's for Idaho EMS certification.
- B. Applicants can begin their CHC online at www.chu.dhw.idaho.gov. Applicants with questions concerning the CHC process may contact the CHU by phone at 1-800-340-1246 or 332-7990 in the local Boise area or by e-mail at crimhist@dhw.idaho.gov.

2. How is Fingerprinting Accomplished? Applicants can submit their fingerprints during the appointment they schedule online at a CHU office or by mail.

- A. When the fingerprints are captured electronically at a CHU office, a CHC with no findings requiring further investigation is typically completed within 4-7 days.

B. When the fingerprints are submitted on a paper fingerprint card, a CHC with no findings requiring further investigation is typically completed within three (3) to four (4) weeks when the fingerprints are captured on a paper fingerprint card. Further delays may occur if the fingerprints are smudged or illegible and need to be reprinted.

3. What Employee ID Number should a CHC applicant use?

A. EMS applicants should use the four (4) digit number EMS Bureau Employer ID #1350 when registering for their CHC.

B. An applicant may use an employer ID number supplied by their local EMS agency or fire department; however, applicants should always include the EMS Bureau ID #1350 number in their CHC on-line application.

4. How is the EMS Bureau Notified of Criminal History Background Check Results?

A. The CHU will e-mail each status change during the CHC to the EMS Bureau and upon completion of the background check if the applicant included the EMS Bureau Employer ID #1350 on their application.

B. The CHU will e-mail each status change during the CHC and final results to the applicant if the applicant's e-mail address was included on the CHC application.

C. Upon successful completion, the applicant can log in to their CHU account and print a copy of the "Notice of Clearance Letter". A copy of this letter can be submitted to the EMS Bureau by any of the following methods:

- 1) Mail or deliver a copy to the EMS Bureau Central Office or the local EMS Bureau System Development office.
- 2) Forward your notification e-mail or scan and e-mail the "Notice of Clearance Letter" to crimhstr@dhw.idaho.gov
- 3) Fax a copy of the "Notice of Clearance Letter" to 208-334-4015.

D. When the EMS Bureau receives an e-mail notice of status change to "Cleared" EMS staff can print a copy of the "Notice of Clearance Letter" and attach to the original application.

- 1) Go to the CHU website at www.chu.dhw.idaho.gov
- 2) Log on as an employer with the EMS Bureau employer User Name and Password.
- 3) From the menu, select "Find Applicant"
- 4) Enter the applicants' last and first name, click "Find".
- 5) Follow the instructions to get to the applicants status page.
- 6) From the status page you will see live buttons at the bottom, select "Print Clearance Letter".

5. What are the Potential Results of a Criminal History Background Check? The applicant can be permanently denied, denied for a period of up to 5 years for certain offenses, or cleared.

6. What Happens if a CHC Results in a Denial?

A. The applicant will receive a “Denial Notification Letter” for disqualifying permanent offenses and five-year offenses.

B. The CHC “Denial Notification Letter” received by EMS Bureau staff will be forwarded to the Standards and Compliance Credentialing Manager. The Credentialing Manager will forward a copy of the denial notice to the National Registry of EMT’s.

7. *When Can the Applicant Apply for Certification as an EMS Provider in Idaho?*

A. The EMS certification applicant is eligible to apply for certification when the “Notice of Clearance Letter” is issued.

B. Provisional EMS certifications are no longer routinely issued when results are pending completion. The CHU status of “Pending Background Check in Process/Available” **does not** clear the applicant for EMS certification.

C. Requests for exemptions to this policy will be submitted to the EMS Bureau Standards and Compliance Credentialing Manager. Case by case consideration will be given in circumstances where undue hardship on the community being served may occur.

8. *How Long is a CHC Clearance Valid?* Upon successful completion, criminal history clearance results may be used for up to three (3) years.

9. *When Is a New Criminal History Background Check Required?*

A. A new CHC is required each time an EMS provider applies for a new certification level unless the most recent CHC clearance is within three (3) years of the date of application.

B. A new CHC is required when Idaho EMS certification has lapsed and the applicant is applying for reinstatement unless the most recent CHC clearance is within three (3) years of date of application.

C. A new CHC is required when reverting to a lower certification level unless the most recent CHC clearance is within three (3) years of date of application.

10. *When May a New Criminal History Background Check Become Necessary?*

A. The EMS Bureau may, at its discretion, require a CHC of any certified EMS provider, at no expense to the provider.

B. An EMS provider required to complete a CHC must complete the self-declaration application and submit fingerprints within fourteen (14) days from the date of notification.

C. Failure to complete the self-declaration and be fingerprinted within this time frame will result in revocation of EMS certification.